Sticky Fingers Pre-School

Abbas and Templecombe Church School,
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Registered Charity no. 1029754 / www.stickyfingerspreschool.org

27 – Reserves Policy

Main requirement for reserves

Description of setting – Sticky Fingers operates in Templecombe on the site of Abbas and Templecombe Church School. We moved to a specially designed classroom in April 2008 and are able to offer both inside and outside play. The building is rented and we currently employ 7 members of staff and an apprentice.

Reason for keeping reserves – Due to the nature of the setting (i.e. unable to further develop the physical site) we have assumed that our reserves policy will cover the cost of covering staff, buildings etc. in the event of emergency short term closure. We have built in a small contingency in addition to the 3 months running costs, to help protect the charity against unexpected drop in income.

Level of range of reserves – We have calculated that to cover 3 months running costs we will need to have at least £25,000 in the reserve account.

Maintaining reserves

Monitoring –

Who is responsible for monitoring? The Treasurer should be responsible for this as part of the general bank accounts monitoring.
How often is the reserve amount monitored? As mentioned above, this forms part of the monthly monitoring of all bank accounts.
What action would be taken if reserve goes above/below set amount? If the reserves go above the set amount, the money can be spent towards furthering the charity's purposes, funding new projects, activities and future purchases.
If the reserves go below the set amount, financial sustainability would need to be looked at e.g. the fees hourly rate and staff to child ratio.
Who needs to be informed of any changes? The Chair of the Committee should always be informed.

Reviewing – The Committee is responsible for reviewing the reserve amount.
What would be included in reviewing the reserve amount? Any planned changes and other matters discussed during committee meetings would be included in the review; annual increase in staff wages, employer pension and NI contributions.

Reviewing and monitoring policy – The policy will be reviewed annually or when a marked change occurs.

Links to other policies and legislation

- Legislation – Charities Act 2006/2011, employment law
- Policies/procedures/documentation – staff contract, staff handbook
- Every child matters outcome: suitable people, documentation

Key themes and commitments

A unique Child	Positive Relationships	Enabling environments	Learning and Development
	2.2 Parents as partners 2.3 Supporting learning	3.4 The wider context	

This policy was adopted by Sticky Fingers Pre-School

On 6th October 2026

Date to be reviewed October 2027

Signed by Chairperson



Name of Chairperson Ashley Panton